



To our Valued Partners, Patrons & Families of the Company Staff,

Please note the following guidelines we are implementing of procedures on how SOS Portables Corporation is safely providing portable rental services during the COVID-19 pandemic. We are taking the necessary precautions to ensure the health & safety of our clientele, office staff, visitors, drivers and general helpers to include their families' assurance of keeping healthy & safe during this trying time.

Walk-in Guests: Signs are posted front of building exterior

- Visitors who may have any flu or cold-like symptoms and/or come in contact with individual(s) having similar symptoms are requested to wait outside or proceed back home & further communications would be via digital/electronic correspondence.
- Guests visiting the office are requested to limit the number of individuals in their group, when necessary, as well as wearing a face mask before being allowed to enter; a hand wash station and hand sanitizer dispenser located outside the office entrance is available to use.
- Hand sanitizers are placed in accessible locations inside the office area for Guests to use as well as designated markings on floor to indicate being 6 feet in distance from workstations.
- Office Guests are limited to inquiries/concerns regarding rental services for the duration of visit to lessen prolonged contact when necessary.
- Any transactions requiring touch-based contact from each party (Guest & Office Staff) will be followed by spraying/wiping down of objects with spray disinfectant or wipes, depending on object's surface area.
- Upon the Guest's departure from the office, the entry/exit way door handles will be followed by spraying/wiping down with spray disinfectant or wipes.

Reduced Hours of Operation

- Hours of Operation have NO ADJUSTMENTS/CHANGES due to being an essential business. We will be open for business from 8:00 a.m. – 5:00 p.m. Monday through Friday & 9:00 a.m. to 3:00 p.m. on Saturdays.

Office Staff, Drivers & General Helpers (SOS Crew): Signs are posted rear of building exterior

- Our SOS Crew will undergo temperatures being taken before the start of the work day. If the reading is 100.4 degrees F (38 Degrees C) or above, the Employee will not be permitted to clock in for work & be required to proceed back home until further notice.
- Prior to clocking in, returning from service sites or coming back from their off-sight lunchbreak, our SOS Crew entering into their work area/jobsite/assigned vehicles, must have clean masks readily available to wear and utilize the Hand wash stations located at either the front or rear of office building to use efficiently and effectively.
- Drivers & General Helpers will assist in the sanitizing/disinfecting thoroughly of workstations & vehicles from use during the previous work day which is to include throughout the day before clocking out.
- Office Staff will dedicate the time each working day and throughout to a vigorous sanitation and disinfection of office area & equipment to also include replenishment and restocking of sanitizer, disinfectant cleansers & company-issued face masks as needed.
- The SOS Crew shall notify Office Management immediately if anyone is not feeling well within the work day & will undergo taking of their temperature to determine work status.
- Drivers & General Helpers do have the option to take a shower (on site), when needed, to assure they are clean before clocking out from work before they leave for home.

We truly thank everyone for their continued patience, cooperation & understanding as we implement these new procedures. SOS Portable Corporation's primary goal is to supply quality portable rental services to our Patrons & Partners the best way we possibly can and at the same time to keep our work staff safe, healthy, and well.

Sincerely,
SOS Portables Corp. Management

